



**PUBLIC HEARING NOTICE  
CITY OF KNOXVILLE  
CIVIL SERVICE MERIT BOARD  
APRIL 10, 2024**

**Proposed amendments or additions to the CSMB rules and regulations**

Per City of Knoxville Executive Order, all persons attending this meeting are encouraged to follow current CDC and OSHA guidelines.

Proposed amendments or additions to the Civil Service Merit Board rules and regulations are to be considered during a public hearing on Wednesday, April 10, 2024, at 1:30 p.m. in conference room 461 of the City County Building. The purpose of the public hearing is to receive public comment only and not to conduct business. A business meeting will be held immediately following the public hearing.

A marked copy of the proposed amendments can be found on the CSMB website:

<https://knoxvilletn.gov/cms/one.aspx?portalid=109562&pageid=166147>

All additions to the current rules are marked and deletions are indicated by ~~strikethroughs~~.

The City of Knoxville Civil Service Merit Board's public hearings will be conducted permitting the public and City/Board staff to participate or view the public hearing either in person or by electronic or other means of communication using Zoom's webinar platform. To join the hearing via Zoom, either to view live or to participate, you must register in advance by going to the following link and providing your name and email address:

[https://us02web.zoom.us/webinar/register/WN\\_WQJGlgFzRWmoREG0FYvLCQ](https://us02web.zoom.us/webinar/register/WN_WQJGlgFzRWmoREG0FYvLCQ)

After registering, you will receive a confirmation email containing information about joining the webinar for audible and/or live access by the public. If you have any difficulty registering, email [vhatfield@knoxvilletn.gov](mailto:vhatfield@knoxvilletn.gov) for assistance.

Registering will only give you viewing access. If you have comments regarding the proposed rule changes, please send those to Vicki Hatfield at [vhatfield@knoxvilletn.gov](mailto:vhatfield@knoxvilletn.gov) or mail to: Civil Service Department, 400 Main Street Suite 569, Knoxville, TN 37902, no later than noon on Wednesday, April 3, 2023, for inclusion in the agenda packets. Comments received after that date may be presented in person at the board meeting on April 10.

The City of Knoxville ensures meaningful access to City programs, services, and activities to comply with Civil Rights Title VI and ADA Title II laws and reasonably provides: translation, interpretation, modifications, accommodations, alternative formats, auxiliary aids and services. To request language translation services, contact the Community Empowerment office at 865.215.2536. For disability accommodations, contact City ADA Coordinator Stephanie Brewer Cook at [scook@knoxvilletn.gov](mailto:scook@knoxvilletn.gov) or 865.215.2034 at least 72 hours before the public hearing.

If you need assistance, contact the Civil Service Department at 215-2106.

## **PUBLIC HEARING AGENDA**

**Civil Service Merit Board**

**April 10, 2024**

**1:30 p.m., Conference Room 461, City County Building**

CALL TO ORDER

### **ANNOUNCEMENTS**

1. Rule amendments to Article 18 "Police Cadet/Apprenticeship Program" of the Civil Service Merit Board Rules and Regulations.

# CIVIL SERVICE MERIT BOARD RULES - CITY OF KNOXVILLE

## Article 18- Police Cadet/Apprenticeship Program

### SECTION 1801. PURPOSE

The Police Cadet/Apprenticeship Program is created to enhance the recruitment of potential applicants for Police Officer who are between the ages of 18-21 and before their careers have been determined in an area other than law enforcement. This cadet program is also proposed to (1) enable the City to improve its minority hiring and development of Police Officer candidates; (2) enhance recruitment of applicants who meet all qualifications; and (3) assist the Department in providing better services to the City, as well as meeting the policing needs of the future. The cadet program will allow us to develop target groups for recruitment purposes in high schools, colleges, etc.

The Police Cadet/Apprenticeship Program is an alternative for those applicants between the ages of 18-21 who are not old enough to be employed as Police Officers, yet wish to pursue law enforcement with the City of Knoxville as a career. The [Police eCadet/aApprenticeship pProgram](#) will allow such candidates to be employed in non-enforcement activities while receiving law enforcement training and, if desired, attending college under the City's tuition reimbursement program.

The [Police Cadet/Apprenticeship Program](#) is **not** a permanent career position with the Knoxville Police Department. This aspect of the program should be clearly understood by all applicants for the position and will be documented by having each applicant sign a Condition of Employment Agreement. The Cadet position is an exempt (non-civil service) trainee position, (the board having determined the position to be exempt consistent with the guidelines set forth in Section 201 of the Rules) in which future police officer candidates obtain training and field experience.

The goal of the Police Cadet/Apprenticeship Program is to prepare individuals between the ages of 18-~~and~~ - 21 to become commissioned Police Officers through education, training, and work experience. The [Police Cadet/Apprenticeship Program](#) is not a permanent career position.

### SECTION 1802. MINIMUM REQUIREMENTS

The following are the minimum requirements for employment as a Police Cadet:

- (1) Must be at least 18 years old and have not reached their 21<sup>st</sup> birthday upon entry into the Cadet/Apprenticeship Program. Proof of age is required. Except during periods when Cadet is continuously posted, applicants may apply for Cadet at seventeen (17) years of age and be tested; however, eligibility for employment will be deferred until reaching 18 years of age.
- (2) Must be a high school graduate or have a G.E.D. A graduate's-high school diploma or G.E.D. certificate should be submitted with the application. Except during periods when Cadet is continuously posted, a current high school senior may apply, however eligibility for employment will be deferred until the senior's graduation and receipt by Civil Service of the diploma or certificate.
- (3) Must successfully pass the following requirements for a Knoxville Police Officer, with the exception of being 21 years of age. This includes, but is not limited to, the-any required written examination; medical examination including drug screening; psychological evaluation; and background investigation.
- (4) Must be a U.S. citizen or a permanent legal resident of the U.S.
- (5) Must possess or be able to obtain a Tennessee Driver's License.
- (6) Applicant may be required to submit to a polygraph examination.

# CIVIL SERVICE MERIT BOARD RULES - CITY OF KNOXVILLE

## Article 18- Police Cadet/Apprenticeship Program

- (7) Must be interviewed and accepted by Knoxville Police Department from Civil Service Cadet eligibility register in accordance with applicable Civil Service Rules and Regulations.

### SECTION 1803. POLICE CADET ELIGIBILITY

Once an applicant successfully passes all requirements for Police Cadet, said applicant shall be placed on the eligibility register for Police Cadet for a period of (2) years without the necessity for another examination unless specified otherwise in these Rules and Regulations by majority vote of the Civil Service Merit Board. If an applicant reaches 21 years of age during his/her 2 years of eligibility as a Police Cadet, he/she shall be ~~scheduled for the physical performance test and, upon passing, shall be~~ transferred from the Police Cadet eligibility list to the Police Officer eligibility list without the necessity of re-examination for the remainder of the original two years of eligibility.

### SECTION 1804. PROGRAM COMPONENTS

The Police Cadet/Apprenticeship Program includes three (3) major components which are designed to qualify the cadet for eventual appointment to the classification of Police Officer. The components are:

1. Police Basic Training
2. Work Experience
3. College Education (Optional)

Each Cadet is required to satisfactorily attain department standards in each of the above program components as described in Section 1805 of this Article as a condition of continued employment.

### SECTION 1805. CONDITIONS OF CONTINUED EMPLOYMENT AS A CADET

#### Section 1805.1 General

The Police Cadet/Apprenticeship Program is a civilian position exempt from civil service status (the Board having determined the position to be exempt consistent with the guidelines set forth in Section 201 of the Rules). Appointments to the [Police Cadet/Apprenticeship Program](#) will be made for a ~~minimum duration of one year to a~~ maximum of four (4) years, depending upon the age of the Cadet. ~~A Cadet who reaches 21 years of age and who has successfully completed the Knoxville Police Department's Recruit Academy may be certified to Police Officer (or Police Officer Recruit if still in the training academy) even though he/she has not completed the minimum one (1) year of service as a Cadet. If all other requirements have been met, the Chief of Police and Executive Secretary/Director may request that the minimum one (1) year of service as a Cadet be waived by the Board.~~ At no time will any Cadet be retained in the Cadet Program beyond twenty-two (22) years of age.

#### Section 1805.2 Police Basic Training

In order to maintain continued employment as a Cadet, each individual must successfully complete all in-service training courses for Cadets as prescribed by the Knoxville Police Department.

#### Section 1805.3 Work Experience

At the conclusion of the initial Cadet/Apprenticeship basic training, Cadets will be assigned to operational units performing non-enforcement duties. A Cadet's regular work week will

# CIVIL SERVICE MERIT BOARD RULES - CITY OF KNOXVILLE

## Article 18- Police Cadet/Apprenticeship Program

consist of 40 hours per week. However, Cadets who choose to pursue college coursework will receive 10 hours work credit each week for class time and will work 30 hours a week. All Cadets will be eligible for full City benefits. A Cadet will be subject to periodic performance evaluations. A Cadet must maintain adequate levels of performance on evaluations based on departmental work standards or will be subject to termination from employment.

### Section 1805.4 College Education (Optional)

Cadets who choose to pursue college coursework in exchange for working a reduced work schedule must successfully complete 12 semester hours or 18 quarter hours each year while participating in the cadet program, with a minimum grade of "C" (2.00 on a 4.00 scale). For Cadets hired in the middle of a semester, then the college requirement of 12 hours per year would begin at the start of the next semester.

Coursework approved by the City will be eligible for tuition reimbursement in accordance with the City of Knoxville's Administrative Rules and Regulations.

### SECTION 1806 CERTIFICATION AS A POLICE OFFICER

Upon reaching twenty-one (21) years of age, a Cadet may be ~~certified by the Civil Service Merit Board as a Police Officer (or Police Officer Recruit if still in the training academy) promoted to the unclassified position of Public Safety Recruit or to the classified position of Police Officer Recruit~~ if the following conditions have been met:

- ~~(1) Must have served a minimum of one (1) year as a Cadet/Apprentice with the Knoxville Police Department, unless waived in accordance with Section 1805.1 of these Rules and Regulations;~~
- ~~(2)~~(1) Must take and pass the physical performance test for Police Officer;
- ~~(3)~~(2) Must meet the minimum training requirements of the Knoxville Police Department, as well as the Tennessee Peace Officer Standards and Training requirements as contained in T.C.A Title 38, Chapter 8 ~~and~~;
- ~~(4)~~(3) Must have been determined to have met and maintained all minimum requirements as described in this Police Cadet/Apprentice Program by the Police Chief and the Civil Service Merit Board Executive Secretary/Director with the City of Knoxville; ~~and~~
- ~~(5) Must have been certified by the Civil Service Merit Board as being eligible to be a Police Officer with the City of Knoxville.~~

### Section 1806.1 Public Safety Recruit Option

Upon reaching twenty-one (21) years of age and successfully meeting the requirements of this Article, a cadet may be promoted to Public Safety Recruit. Like Cadet, Public Safety Recruit is **not** a permanent career position with the Knoxville Police Department and is an exempt (non-civil service) trainee position, (the board having determined the position to be exempt consistent with the guidelines set forth in Section 201 of the Rules) that allows potential recruits to work in non-enforcement activities until the next academy. If a Cadet is to be promoted to Public Safety Recruit, a Certification Form shall be sent for each Cadet to the Executive Secretary of the Civil Service Merit Board confirming that all certification requirements have been met. Upon approval by the Executive Secretary on behalf of the board, the Cadet may be promoted to Public Safety Recruit and may be promoted to Police Officer Recruit upon entry into the academy.

# CIVIL SERVICE MERIT BOARD RULES - CITY OF KNOXVILLE

## Article 18- Police Cadet/Apprenticeship Program

### Section 1806.2 Police Officer Recruit Option

Upon reaching twenty-one (21) years of age and successfully meeting the requirements in this Article, a cadet may be promoted to Police Officer Recruit if there is an active academy. If a Cadet is to be promoted to Police Officer Recruit, a Certification Form shall be sent for each Cadet to the Executive Secretary of the Civil Service Merit Board confirming that all certification requirements have been met. Upon approval by the Executive Secretary on behalf of the board, the Cadet may be promoted to Police Officer Recruit consistent with these Rules and Regulations.

Upon graduation from the academy and entry into the classification of Police Officer, the Cadet will then begin the one-year probationary period for Police Officer as required by the Charter of the City of Knoxville.

# CIVIL SERVICE MERIT BOARD RULES -CITY OF KNOXVILLE

## Article 18- Police Cadet/Apprenticeship Program

### SECTION 1801. PURPOSE

The Police Cadet/Apprenticeship Program is created to enhance the recruitment of potential applicants for Police Officer who are between the ages of 18-21 and before their careers have been determined in an area other than law enforcement. This cadet program is also proposed to (1) enable the City to improve its minority hiring and development of Police Officer candidates; (2) enhance recruitment of applicants who meet all qualifications; and (3) assist the Department in providing better services to the City, as well as meeting the policing needs of the future. The cadet program will allow us to develop target groups for recruitment purposes in high schools, colleges, etc.

The Police Cadet/Apprenticeship Program is an alternative for those applicants between the ages of 18-21 who are not old enough to be employed as Police Officers, yet wish to pursue law enforcement with the City of Knoxville as a career. The Police Cadet/Apprenticeship Program will allow such candidates to be employed in non-enforcement activities while receiving law enforcement training and, if desired, attending college under the City's tuition reimbursement program.

The Police Cadet/Apprenticeship Program is **not** a permanent career position with the Knoxville Police Department. This aspect of the program should be clearly understood by all applicants for the position and will be documented by having each applicant sign a Condition of Employment Agreement. The Cadet position is an exempt (non-civil service) trainee position, (the board having determined the position to be exempt consistent with the guidelines set forth in Section 201 of the Rules) in which future police officer candidates obtain training and field experience.

The goal of the Police Cadet/Apprenticeship Program is to prepare individuals between the ages of 18 - 21 to become commissioned Police Officers through education, training, and work experience. The Police Cadet/Apprenticeship Program is not a permanent career position.

### SECTION 1802. MINIMUM REQUIREMENTS

The following are the minimum requirements for employment as a Police Cadet:

- (1) Must be at least 18 years old and have not reached their 21<sup>st</sup> birthday upon entry into the Cadet/Apprenticeship Program. Proof of age is required. Except during periods when Cadet is continuously posted, applicants may apply for Cadet at seventeen (17) years of age and be tested; however, eligibility for employment will be deferred until reaching 18 years of age.
- (2) Must be a high school graduate or have a G.E.D. A high school diploma or G.E.D. certificate should be submitted with the application. Except during periods when Cadet is continuously posted, a current high school senior may apply, however eligibility for employment will be deferred until the senior's graduation and receipt by Civil Service of the diploma or certificate.
- (3) Must successfully pass the following requirements for a Knoxville Police Officer, with the exception of being 21 years of age. This includes, but is not limited to, any required written examination; medical examination including drug screening; psychological evaluation; and background investigation.
- (4) Must be a U.S. citizen or a permanent legal resident of the U.S..
- (5) Must possess or be able to obtain a Tennessee Driver's License.
- (6) Applicant may be required to submit to a polygraph examination.

# **CIVIL SERVICE MERIT BOARD RULES -CITY OF KNOXVILLE**

## **Article 18- Police Cadet/Apprenticeship Program**

- (7) Must be interviewed and accepted by Knoxville Police Department from Civil Service Cadet eligibility register in accordance with applicable Civil Service Rules and Regulations.

### **SECTION 1803. POLICE CADET ELIGIBILITY**

Once an applicant successfully passes all requirements for Police Cadet, said applicant shall be placed on the eligibility register for Police Cadet for a period of (2) years without the necessity for another examination unless specified otherwise in these Rules and Regulations by majority vote of the Civil Service Merit Board. If an applicant reaches 21 years of age during his/her 2 years of eligibility as a Police Cadet, he/she shall be transferred from the Police Cadet eligibility list to the Police Officer eligibility list without the necessity of re-examination for the remainder of the original two years of eligibility.

### **SECTION 1804. PROGRAM COMPONENTS**

The Police Cadet/Apprenticeship Program includes three (3) major components which are designed to qualify the cadet for eventual appointment to the classification of Police Officer. The components are:

1. Police Basic Training
2. Work Experience
3. College Education (Optional)

Each Cadet is required to satisfactorily attain department standards in each of the above program components as described in Section 1805 of this Article as a condition of continued employment.

### **SECTION 1805. CONDITIONS OF CONTINUED EMPLOYMENT AS A CADET**

#### **Section 1805.1 General**

The Police Cadet/Apprenticeship Program is a civilian position exempt from civil service status (the Board having determined the position to be exempt consistent with the guidelines set forth in Section 201 of the Rules). Appointments to the Police Cadet/Apprenticeship Program will be made for a maximum of four (4) years, depending upon the age of the Cadet. At no time will any Cadet be retained in the Cadet Program beyond twenty-two (22) years of age.

#### **Section 1805.2 Police Basic Training**

In order to maintain continued employment as a Cadet, each individual must successfully complete all in-service training courses for Cadets as prescribed by the Knoxville Police Department.

#### **Section 1805.3 Work Experience**

At the conclusion of the initial Cadet/Apprenticeship basic training, Cadets will be assigned to operational units performing non-enforcement duties. A Cadet's regular work week will consist of 40 hours per week. However, Cadets who choose to pursue college coursework will receive 10 hours work credit each week for class time and will work 30 hours a week. All Cadets will be eligible for full City benefits. A Cadet will be subject to periodic performance evaluations. A Cadet must maintain adequate levels of performance on evaluations based on departmental work standards or will be subject to termination from employment.



# CIVIL SERVICE MERIT BOARD RULES -CITY OF KNOXVILLE

## Article 18- Police Cadet/Apprenticeship Program

### Section 1805.4 College Education (Optional)

Cadets who choose to pursue college coursework in exchange for working a reduced work schedule must successfully complete 12 semester hours or 18 quarter hours each year while participating in the cadet program, with a minimum grade of "C" (2.00 on a 4.00 scale). For Cadets hired in the middle of a semester, then the college requirement of 12 hours per year would begin at the start of the next semester.

Coursework approved by the City will be eligible for tuition reimbursement in accordance with the City of Knoxville's Administrative Rules and Regulations.

### SECTION 1806 CERTIFICATION AS A POLICE OFFICER

Upon reaching twenty-one (21) years of age, a Cadet may be promoted to the unclassified position of Public Safety Recruit or to the classified position of Police Officer Recruit if the following conditions have been met:

- (1) Must take and pass the physical performance test for Police Officer;
- (2) Must meet the minimum training requirements of the Knoxville Police Department, as well as the Tennessee Peace Officer Standards and Training requirements as contained in T.C.A Title 38, Chapter 8 and
- (3) Must have been determined to have met and maintained all minimum requirements as described in this Police Cadet/Apprentice Program by the Police Chief and the Civil Service Merit Board Executive Secretary/Director with the City of Knoxville.

### Section 1806.1 Public Safety Recruit Option

Upon reaching twenty-one (21) years of age and successfully meeting the requirements of this Article, a cadet may be promoted to Public Safety Recruit. Like Cadet, Public Safety Recruit is **not** a permanent career position with the Knoxville Police Department and is an exempt (non-civil service) trainee position, (the board having determined the position to be exempt consistent with the guidelines set forth in Section 201 of the Rules) that allows potential recruits to work in non-enforcement activities until the next academy. If a Cadet is to be promoted to Public Safety Recruit, a Certification Form shall be sent for each Cadet to the Executive Secretary of the Civil Service Merit Board confirming that all certification requirements have been met. Upon approval by the Executive Secretary on behalf of the board, the Cadet may be promoted to Public Safety Recruit and may be promoted to Police Officer Recruit upon entry into the academy.

### Section 1806.2 Police Officer Recruit Option

Upon reaching twenty-one (21) years of age and successfully meeting the requirements in this Article, a cadet may be promoted to Police Officer Recruit if there is an active academy. If a Cadet is to be promoted to Police Officer Recruit, a Certification Form shall be sent for each Cadet to the Executive Secretary of the Civil Service Merit Board confirming that all certification requirements have been met. Upon approval by the Executive Secretary on behalf of the board, the Cadet may be promoted to Police Officer Recruit consistent with these Rules and Regulations.

Upon graduation from the academy and entry into the classification of Police Officer, the Cadet will then begin the one-year probationary period for Police Officer as required by the Charter of the City of Knoxville.